



City of Kansas City, Missouri Job Class Specification

Job Title: RETIREMENT SYSTEM EXECUTIVE OFFICER

Department: HUMAN
RESOURCES

Job Code: 1152

Status: EXEMPT

Grade: ME-J

Summary

This position is responsible for the administrative and investment activities required to direct the division of retirement systems under the Director of Human Resources.

The primary function of the Retirement Administrator is to ensure that all employee benefit plan assets of the Employees Retirement System and Firefighters Pension System are properly safeguarded and invested in accordance with sound investment principles and fiduciary standards for the exclusive benefit of plan participants. This position provides direction regarding (a) investment policies, objectives and guidelines, (b) asset allocation, (c) trustee/consultant/manager selection and termination, (d) funding requirements, (e) cash disbursement and management, and (f) cost controls.

Administrative control is exercised by the Board of Trustees of the retirement system within guidelines established by ordinances, but an employee in this class is expected to exercise considerable judgment and discretion in solving the more difficult problems arising out of the administration of the retirement funds, and is expected to ensure that the operation of the systems complies with applicable ordinances and rules and regulations. The statistical and financial operations are subject to the review and recommendations of professional consultants. This function is also critical in ensuring all pension obligations are met in a timely manner.

Duties and Responsibilities

- Manages the assets and liabilities of separate major retirement systems in an integrated manner.
- Ensures that the pension trust derives maximum benefit from its multiple manager investment structure.
- Is cognizant of pension-related developments which may affect the city's defined benefit plans.
- Makes continuous analysis of all aspects of the retirement systems; confers with consultants in making periodic assessments of system and its operation; previews recommendations of actuaries and submits proposals for improvements to the Director of Human Resources and City Manager.
- Maintains liaison between the fund and its membership; advises and aids participants relative to their rights in the system; services accounts by correspondence and personal interviews; receives correspondence and answers inquiries.
- Establishes and automates office procedures, forms, and records for the proper care and custody of adequate investment records and registers; keeps the minutes of Board meetings and maintains the rules and regulations; supervises the receipt, calculation, and disposition of claims for annuities and benefits as well as refunds for employees under the system.
- Supervises and participates in the preparation of detailed annual and other regular and special reports; makes periodic reports to the Board of Trustees relative to the statistical or financial operations; compiles financial, actuarial, and statistical data for the annual report of the Board.
- Performs related duties as required.

Technical Skills	Thorough knowledge of: Investments used to structure investment programs based upon plan liabilities and risk tolerance.
	Considerable knowledge of: Sound cash management practices. Modern principles, practices, and techniques in public finance administration. Modern office management principles, practices, and procedures. Automated work environments.
	Working knowledge of: Investment instruments and accounting principles related to pension finance. Investment alternatives within capital markets. Pension related legislation.
	Ability to: Plan, organize, and direct effectively a program of accounting and fiscal services and control. Develop and install improvements in established fund management systems, procedures, records, and controls. Plan, assign, supervise, and review the work of subordinates. Establish and maintain effective working relationships with subordinates, participating employees, consulting personnel, unions, and city officials. Compile statistical data and prepare complex and complete financial reports. Possess sound judgment, self confidence and personal integrity.
Education and Experience	Accredited Bachelor's degree with major course work in finance, accounting, public finance, or business administration; and five (5) years progressively responsible experience at the plan sponsor or pension consulting level in financial administration or investment management with supervisory experience.
Certificates/ Licenses/Special Requirements	
Supervisory Responsibility	Supervision is exercised over a small technical and clerical staff.
Supervision Received	Work is performed under the general administrative supervision of the Director of Human Resources.
	Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.
Created	4/73
Revised	10/92, 5/96, 9/06, 12/14